

~~SECRET~~

3 March 1965

MEMORANDUM FOR: Director of Training

THROUGH : Executive Officer

SUBJECT : Bi-weekly Activities Report #4, ISB/TR
18 February - 3 March 1965

1. Audio Aids Section

W a. The movie crew departed 1 March, for [REDACTED] to begin production of the Technical Surveillance Counter-Measures film. This will require several weeks of shooting. 25X1A

W b. We continue to have difficulties with the public address system in Rooms 1A07 and 1A13 at Headquarters. A commercial firm has recommended a new amplification system which would cost about \$2500. However, before recommending purchase we will arrange to have GSA make an acoustical survey of the rooms to determine whether other changes can be made which would correct the situation. Any costs will be borne by OL since the rooms are under their control.

2. Visual Aids Section

JOTP

1. Four 35 mm photos were taken of JOT trainees for a total of 20 prints.

SA/DTR

1. Working drawings were prepared during this period for Educational Aid Fund letterheads.

2. Research on styles and types of certificates was done and sketches prepared for an EAF document to be presented to donors of \$1,000.00 or over.

Registrar

1. Working drawings were completed for the March issue cover of OTR Bulletin and one illustration was done for an article heading entitled "FSI's Area Studies Program."

Operations School

1. A chart was designed and 15 handout copies made to show the routing of incoming Pouch at an overseas installation.

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S
NEXT REVIEW DATE: 22-12-81
AUTH: HR 70-2
DATE: 22-12-81 REVIEWER: 606199

~~SECRET~~

~~SECRET~~

CIA Orientation Officer/Dependents Briefing

25X1A

1. During this period, two Vu-graph slides were prepared showing the problems of communication and understanding between Americans and foreign nationals. These are two of a set of five with more anticipated for [REDACTED]

Language Training Section

1. Four "stat" copies were prepared of a revised poster promoting Voluntary Language Program registration.

ISB

25X1A

1. Work has begun on the first of four animation jobs to be used in the "audio film." C/VAS has consulted during this period with [REDACTED] the technical advisor, at Alcott Hall.

Mid-Career and Senior Officers Course

1. A total of 27 thermofax transparencies were prepared, preliminary to mounting with color, plus examples of other methods of presentation for use by Budget lecturer in MSOC.

Miscellaneous

1. Signs, nameplates and minor constructions were completed for Ops School, Registry, OTR's Education Specialist and Intelligence Production Faculty.

[REDACTED]

25X1A

Chief, Instructional Services Branch

~~SECRET~~